

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY
BOARD MEETING **October 24, 2013**

PRESENT: Tom Diedrick, Lisa Van Donsel, Keith Pamperin, Larry Epstein,
Joan Swigert, Bill Clancy, Steve Daniels, Pat Hickey, Melanie Maczka,
Barb Robinson, DonaJane Brasch, Beth Relich

EXCUSED: Marvin Rucker

ALSO PRESENT: Devon Christianson, Christel Giesen, Debra Bowers, Arlene Westphal,
Laurie Ropson, Snooky Zuidmulder, Sandy Groeschel, Jeremy Slusarek,
Diana Brown, Denise Misovec

The meeting was called to order by Chairperson Diedrick at 8:35 a.m.

PLEDGE OF ALLEGIANCE.

INTRODUCTIONS: None

ADOPTION OF AGENDA: Ms. Hickey/Mr. Epstein moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 26, 2013:
Ms. Maczka/Ms. Robinson moved to approve the minutes of the regular meeting of
September 26, 2013. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None

FINANCE REPORT:

A. REVIEW AND APPROVAL OF FINANCE REPORT: Ms. Bowers reviewed the
September 2013 Financial Highlights (enclosure) indicating that we are
underspent in Salaries and Fringe. Due to the Nursing home Relocation
initiatives, Medical Assistance Administrative Dollars are over budget by \$60,000;
and, the Nutrition Program reflects a favorable budget savings of over \$100,000.
Ms. Bowers will provide estimated end of year revenues and expenditures at the
December meeting.

Mr. Pamperin/Ms. Van Donsel moved to approve and place on file the September 2013
Financial Report. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS: Board members
reviewed the Restricted Donation Report. The total additions for the month of
September were \$200 for agency use.

Ms. Relich/Mr. Epstein moved to approve the \$200 Restricted Donation received in September, 2013. **MOTION CARRIED.**

CASA ALBA & PROJECT TO REACH ELDERS WITHIN THE HISPANIC COMMUNITY –

SR. MELANIE: Sr. Melanie Maczka distributed a brochure on a Hispanic Resource Center known as Casa ALBA that provides a welcoming atmosphere for Spanish speaking residents of the greater Green Bay area. The goal of Casa ALBA is to establish personal relationships with the Hispanic Community. In addition they will collaborate with area service providers to avoid duplication of services.

Sr. Melanie's informational report focused on the development of programming and services for senior Hispanics, or "Tercera Edad" following soliciting input from the population itself. She highlighted the recruitment of Hispanic elders in order to identify needs and interests. Their intent is to do outreach and expand services in accessible locations. Some of the various challenges identified were transportation, accessible funds, eligibility for services, and language and cultural differences.

STAFF REPORT – JEREMY SLUSAREK, ADRC NUTRITION SITE COORDINATOR & ADRC RURAL OUTREACH COORDINATOR:

Mr. Slusarek described his dual roles at the ADRC. As the ADRC's Nutrition Site Coordinator he provides nutrition and socialization programs at the Add LIFE Center downtown. Mr. Slusarek described the program he has created in order to help seniors and persons with disabilities get out, stay active, and have fun: Wii Bowling including a quarterly tournament, working with the UW Extension on a gardening class, A Peek at the Past , Creative Cookies, setting up picnics, holiday parties, and helping with bake sales. Besides his popular Brewer Bus Trip, this year Jeremy arranged educational visits to the Amish Country, a Mega Farm, a Cheese Factory, and the De Young Zoo. Some of our present and past board members have been actively engaged in these activities.

As Rural Outreach Coordinator, Mr. Slusarek has been building relationships in the Denmark Community with churches, service clubs, business associations, the school district and the Denmark Senior Advisory Board. His goal has been to increase participation at the senior center and offering ADRC services to this satellite location. He has partnered with Red Cross to provide trips to Green Bay for shopping, dining and access to pharmacies. There are plans for transportation to the Add LIFE Center in Green Bay to participate in other activities.

The Board had approved private donations last year that have enabled us to add Mr. Slusarek's two year half-time Rural Outreach position allowing us to build our connection to our rural communities.

REPORT OF NOMINATIONS AND HUMAN RESOURCE COMMITTEE: Mr. Diedrick, reported that the Nominations and Human Resource Committee met earlier this morning and reviewed the newly developed staff evaluation form, merit increase criteria, the director's evaluation process, and nominations for the ADRC Board in 2014. Mr. Diedrick shared that the County Executive has approved a 1% salary increase for staff and in addition opened the opportunity for individual merit performance opportunity. He reported that Committee discussed the criteria and protocols for implementing the merit performance opportunity. Mr. Diedrick noted that it is important to reiterate that this is a one-time increase and there is no guarantee that it will be offered in succeeding years. Both management and staff have had the opportunity for input in the process. Mr. Pamperin mentioned that the Nominations and Human Resource Committee has reviewed the evaluation process and has given guidance to the Director. The Committee had positive comments about the approach the ADRC is taking towards the merit opportunity, particularly that it is goal based rather than output based.

Ms. Swigert shared her concerns about merit based systems in general and that she believes it can create a competitive instead of collaborative environment.

Sup. Clancy commented on the mixed feelings regarding merit raises but felt this was a step in the right direction.

Ms. Christianson offered to speak to anyone individually on the subject who may need more clarification. She added that it is always our intention to be consumer driven and supportive of staff.

Mr. Pamperin/Sup. Clancy moved that the board approve the evaluation process as recommended by the Nominations and Human Resource Committee. Ayes: 11 Noes: 1 Ms. Swigert **MOTION CARRIED.**

Mr. Diedrick explained that the Nominations and Human Resources Committee is also responsible for evaluating Ms. Christianson and her position. The process of evaluating the Director is based on meeting the goals of the agency. At the beginning of the year Ms. Christianson created her goals and will now send each Committee Member her status on developments in each of those areas. All Board Members have the opportunity to e-mail comments regarding Ms. Christianson's performance to Mr. Diedrick to be incorporate into his comprehensive report as part of her evaluation process.

The Committee also addressed reappointment of current Board Members who have served one three-year term and are up for reappointment to a second three-year term. Ms. Robinson, Ms. Van Donsel, Ms. Hickey, and Mr. Rucker have offered to serve a

second term and it is the recommendation of the Nominations and Human Resources Committee that we reappoint them in accordance with our by-laws.

Mr. Pamperin/Ms. Brasch moved to approve the reappointments as indicated. **MOTION CARRIED.**

Mr. Diedrick noted that we also need to fill the positions of Ms. Brasch and Sup. Clancy who will be leaving the board after completing their two three-year terms. The County Executive has recommended Sup. Corrie Campbell to fill Sup. Clancy's position. Ms. Campbell is a Brown County Supervisor who is originally from the Green Bay area, has been a writer, a journalist, an advocate, has used our services for aging relatives, and is grateful for the opportunity to serve on our board.

The recommendation to fill Ms. Brasch's position is Lori Rasmussen who would be representing the mental health population. Ms. Rasmussen has years of advocacy in the area of mental health, has served on the Board for the Depression and Bipolar Support Alliance, has been an Allouez Trustee, provides peer support for individuals, and has been an advocate for people with mental health.

It is the recommendation of the Nominations and Human Resources Committee to endorse Corrie and Lori for board positions. Ms. Maczka/Ms. Hickey moved to approve Corrie Campbell and Lori Rasmussen as new members of the Board effective January 1, 2014 through December 31, 2016. **MOTION CARRIED.**

Mr. Diedrick asked for nominations or volunteers to serve in the role of Treasurer which became vacant with Ms. Brasch leaving the Board. The Treasurer represents the Board's objective view of our finance reports, paychecks, or major contracts. Ms. Van Donsel nominated Ms. Relich. Mr. Diedrick asked three times for any other nominations for the position of Treasurer from the floor. **LOOK THIS UP.**

Mr. Pamperin/Ms. Swigert moved that nominations be closed and a unanimous ballot be cast for Ms. Relich as Treasurer. **MOTION CARRIED.**

FAMILY CARE UPDATE: Ms. Christianson briefly reviewed the Northeast Wisconsin Family Care CEO Report (enclosure). She indicated that December will be an important month as a decision will be made as to how Family Care will roll out with an anticipated goal date of July, 2015.

DIRECTOR'S REPORT:

- A. **BUILDING UPDATES: APPROVAL OF REMODEL BUDGET:** Ms. Christianson distributed a budget transfer request of \$91,068 - \$100,000 for building remodel expenses. In early June the board approved funds for architect services to create plans for this project. This remodel will create five additional office spaces to

accommodate our growing staff. The resources for this office space remodel come from an additional State Allocation of Funds related to our being a Generation II in the preparation for the expansion of Family Care.

Ms. Van Donsel/Mr. Epstein moved to approve the \$91,068 - \$100,000 range budget transfer request. **MOTION CARRIED.**

- B. **BOSTON COLLEGE AND CSWE:** Ms. Christianson noted that she was in Boston along with several UWGB professors at the National Center for Participant Directed Services integrating these concepts into social work curriculum and practice. Wisconsin is one of eight states to receive the Enhanced Options Counseling Grant opening the opportunity for this partnership. This project will provide stipends for students to work with older adults and persons with disabilities in an ADRC environment
- C. **POLICY UPDATES: THE STANDARD:** Ms. Giesen reported that 3 years ago Brown County contracted out the management of their Family Medical Leaves. In 2014 Brown County will contract with with Standard Insurance or “The Standard” to manage their leaves and absences. They have invited us to join under their contract. Not only will The Standard offer us their expertise relating to state and federal laws, but it will create simplicity for staff enabling them to call one number and receive prompt service.
- D. **UPS GRANT:** After learning of a UPS Grant for \$5600 and having a very small window to apply, Ms. Christianson proceeded with the application. Today Ms. Christianson is requesting board approval.

Ms. Relich/Ms. Van Donsel moved to grant permission to submit the UPS Grant Application. **MOTION CARRIED.**

- E. **LOCAL TRANSPORTATION PLAN:** Ms. Christianson shared the 2013 Coordinated Public Transit-Human Services Transportation Plan for Brown County (enclosure) with Board Members. She noted that this plan will inform them of where the gaps in services are before approving the s.85.21 Transportation Grant Application in December.
- F. **CONTRACT AMENDMENTS: RED CROSS, NEW CURATIVE:** Ms. Christianson reported that after having set our budget we received a \$17,000 increase in our s.85.21 allocation based on the percentage of older individuals and individuals with disabilities in our county. It is our desire to pass this on to our American Red Cross Contract to help alleviate their flat funding and support additional initiatives.

GWAAR informed us that other counties were unable to utilize all of their AFCSP (Alzheimer's Family & Caregiver Support Program) dollars by the end of 2013. We agreed to accept and reallocate those dollars to N.E.W. Curative to continue to help support their programming.

Ms. Van Donsel/Ms. Swigert moved to approve the American Red Cross & N.E.W. Curative Contract Amendments. **MOTION CARRIED.**

LEGISLATIVE UPDATE:

Ms. Hickey expressed concern about information she received regarding legislation that restricts the use of sheltered workshops. As an advocate, she believes many sheltered workshops provide many important and positive roles in our community. Ms. Relich validated this viewpoint. Ms. Hickey also described information she secured over the internet regarding parental rights of children with disabilities. Ms. Hickey did not have specific written information today but will share information as it becomes available. Ms. Christianson asked the board if they would like a panel of community providers to provide information at a future meeting. They all agreed. Ms. Christianson clarified the role of the ADRC in Wisconsin's Regional Enrollment Networks and the Health Insurance Marketplace and referenced the document enclosed in the board packet.

ANNOUNCEMENT: Mr. Pamperin complimented the agency and staff on the Wellness Center Grand Opening and the educational sessions that were held on Tuesday and Wednesday. Many board members were in attendance.

NEXT MEETING – December 10, 2013 – ADRC Staff and Board Holiday Appreciation Lunch: Meeting 11:00-12:00; Lunch 12:00-1:00, Education Program 1:00-3:00: Mr. Diedrick reminded members that the next Board Meeting will be held on Tuesday, December 10, at 11:00 a.m. followed by a Holiday Appreciation Lunch and an Educational Program.

ADJOURN: Mr. Epstein/Ms. Hickey moved to adjourn. **MOTION CARRIED.** The meeting adjourned at 10:21 a.m.

Respectfully submitted,

Arlene Westphal, Secretary